

# Agenda Item Form

Agenda Date: 10/19/04

Districts Affected: All

Dept. Head/Contact Information: Deborah Hamlyn, Quality of Life Services, (915) 541-4242

## Type of Agenda Item:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Resolution                              | <input type="checkbox"/> Staffing Table Changes              | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements              | <input type="checkbox"/> Tax Refunds                         | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement        | <input type="checkbox"/> Budget Transfer                     | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use            | <input type="checkbox"/> Bldg. Permits/Inspection            | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements                   | <input checked="" type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input type="checkbox"/> Other <u>Personal Services Contract</u> |  |  |

## Funding Source:

- ☒ General Fund  
☐ Grant (duration of funds: \_\_\_\_\_ Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

- ☐ Legal Review Required      Attorney Assigned (please scroll down): Lupe Cuellar      ☒ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

To maintain daily operation of department until permanent director is hired.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary an benefits

## Statutory or Citizen Concerns:

None anticipated

## Departmental Concerns:

None anticipated

10/19/04 11:00 AM

## RESOLUTION

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **LEA HUTCHINSON**, to assist the Zoo as Zoo Director at a biweekly rate of \$3,144.60. The term of the contract shall be for the period of October 20, 2004 through April 19, 2005.

**APPROVED** this 19th day of October , 2004.

THE CITY OF EL PASO

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Joe Wardy  
Mayor

ATTEST:

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Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

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Guadalupe Cuellar  
Deputy City Attorney

STATE OF TEXAS       )  
                                  )  
COUNTY OF EL PASO    )

**PERSONAL SERVICES CONTRACT**

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **LEA HUTCHINSON**, hereinafter referred to as "Employee," witnesseth:

**WHEREAS**, the City, on behalf of the Zoo, desires to employ the Employee as Zoo Director; and

**WHEREAS**, Employee possesses the skills to render said employment to the City.

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

1.     SCOPE OF SERVICES.     Employee shall perform the services found in Attachment "A," attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Zoo, in El Paso, Texas.

2.     TIME OF PERFORMANCE.     The services of Employee are to commence on or about October 20, 2004 and be completed by April 19, 2005.

3.     COMPENSATION AND METHOD OF PAYMENT.     Employee shall be paid at a biweekly rate of Three Thousand One Hundred Forty-Four and 60/100 Dollars (\$3,144.60). Employee is classified as an exempt employee under FLSA and shall not be eligible for overtime pay.     The City will provide no fringe benefits.     Employee agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4.     LOCATION OF PERFORMANCE.     The place where such services are to be performed is in the Zoo, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the City Manager on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee at the following addresses:

CITY: City of El Paso  
Quality of Life Services  
Attn: Deputy City Manager  
Two Civic Center Plaza  
El Paso, Texas 79901-1196

EMPLOYEE: Lea Hutchinson

**IN WITNESS WHEREOF** the parties have executed this agreement at El Paso, Texas  
this 19th day of October, 2004.

CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

EMPLOYEE:

\_\_\_\_\_  
Lea Hutchinson

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Guadalupe Cuellar  
Deputy City Attorney

\_\_\_\_\_  
Deborah G. Hamlyn, Deputy City Manager  
Quality of Life Services

APPROVED BY THE CIVIL SERVICE COMMISSION:

By: \_\_\_\_\_, Secretary  
Date: 10/14/04

## **ATTACHMENT “A”**

### **SCOPE OF DUTIES**

- Under administrative direction provide executive management for coordination of zoo operations, planning and development through subordinate division managers.
- Plan, develop, organize, promote and manage Zoo programs, projects and capital improvements.
- Implement, integrate and evaluate animal care, facility operations, public affairs, community education, conservation programs, scientific studies, concessions, and veterinary/animal health operations.
- Direct department administration. Perform cost benefits analysis; review unit funding request; make suggestions for program improvements and staffing changes; prepare and/or manage consolidated annual budget; and set and measure organizational performance.
- Supervise supervisory and non-supervisory executive, professional, managerial and general services and volunteers.
- Perform miscellaneous related managerial and administrative duties as required.
- Cooperative with and provide guidance to Zoological Society staff and board.
- Consulting and collaboration with public and professional colleagues in education, training and information activities.

## Resume

July 24, 2003

### Professional Employment

Private Veterinary Practice: 57-58

Small Animal Veterinary Medicine and Surgery

US Air Force

Chief, Veterinary Services: 58-60 - Base Veterinarian and Preventive, Aviation and Occupational Medicine Team

Iowa State University

Instructor/Clinician 60-62 - Large Animal Veterinary Obstetrics and Radiology

US Department of Agriculture, ARS, Animal Inspection and Quarantine

Veterinarian, Disease Control: 62-64 - Livestock Import Inspections; Livestock Disease Surveillance;

Confiscated Livestock Testing; Screwworm Surveillance

City of El Paso

Director of Veterinary Services: 64-74 - Animal Regulation; Rabies Control; Milk and Dairy Inspection; Zoonoses Epidemiology; Food Inspection; Meat Inspection; Vector Control; Environmental Health

Zoo Veterinarian: 65-88 - Zoo Animal Medicine and Surgery

Zoo Medical Director/Administrator: 88-97 - Administer and Manage Municipal Zoo; Plan, Develop, Supervise and Coordinate Zoo's Major Expansion and Renovation

El Paso City-County Health and Environmental District

Deputy Director (Administrator): 74-95; Acting Director: 82-83; Deputy Director: 95-02 - Major Metropolitan Public Health and Environmental Health Agency (Public Health Administration; Dental Services; Communicable/Infectious Disease Investigation; Epidemiology and Vital Statistics; Preventive Medicine; Personal Health; Air Quality; Environmental Health; Community Health; Veterinary Services; Women, Infants and Children Services) (Major Projects: Planning, Organizing and Implementing Emergency Medical Service System; Reorganizing Public Health Programs; Restructuring and Expanding Environmental Health Activities)

Professional Consultant – El Paso City County Health and Environmental District: 02-03 – (Health Disaster Preparedness; Environmental Quality; Administration & Management; Veterinary Officer; Animal Regulation & Disease Control)

### Professional Activities

Texas A & M University Center for Urban Programs - Lecturer, Animal & Rabies Control: 74-78

University of Texas El Paso - Adjunct Associate Professor, Biological Science; Lecturer, Public Health Administration; Graduate Faculty, Political Science, Lecturer, Health Administration: 75-89

Texas Tech University, School of Medicine - Adjunct Associate Professor; Associate Clinical Professor; Veterinary Consultant: 74-94

El Paso Emergency Medical Service - Chairman, Planning and Implementation Task Force: 78

El Paso County Medical Society - Co-Chairman, Emergency Medical Service and City-County Health Liaison Committee: 82-84

Texas Street Joint Venture - Managing Partner: 75-00

El Paso Animal Emergency Center Corporation - Vice-President, Secretary/Treasurer: 75-00

Paladin Arabians - Managing Partner: 80-90

El Paso Health Careers Council - Veterinary Representative: 67-83

El Paso Council of Governments - Chairman, Health Task Force: 69-70

Mayor's Council for Social Action - Coordinator, Health Committee: 69-71

West Texas Council of Governments - Health Planning Advisory Executive Committee: 72-75

Health Systems Agency - Diagnosis and Treatment and Health Systems Task Forces: 77

El Paso Chamber of Commerce - Health and Safety Committee: 82-84

Multi-Agency Planning Committee (Bio-Terrorism Response) - Metropolitan Medical Response System,  
Steering Committee: 99-Present  
Local Emergency Planning Committee: 99-Present  
El Paso City County Interlocal Animal Control Center Facility Committee: 02-Present

### **Professional Organizations**

El Paso Veterinary Medical Association (Secretary/Treasurer; Vice-President; President: 69-71)  
Texas Veterinary Medical Association (Director; Chairman, Public Health and Preventive Medicine Committee;  
Chairman, Board of Directors; Third Vice-President: 73-79)  
American Veterinary Medical Association  
American Zoo and Aquarium Association (Professional Fellow; Constitution and Bylaws Committee: 90-97;  
Affiliate: 97-Present)  
American Association Zoo Veterinarians  
Wildlife Disease Association  
Association of Avian Veterinarians  
American Society of Laboratory Animal Practitioners  
International Association Aquatic Animal Medicine  
Conference of Public Health Veterinarians (Director; President Elect; President: 76-88)  
Texas Public Health Association (Vice-Chairman, Veterinary Section: 70-71)  
US-Mexico Border Health Association (Governing Council; Vice-President; President Elect; President: 71-86)  
American Association of Public Health Veterinarians  
Teachers Veterinary Public Health and Preventive Medicine  
National Association of State Public Health Veterinarians  
National Association of Federal Veterinarians

### **Professional Specialty/Licenses**

American College of Veterinary Preventive Medicine (American Board of Veterinary Public Health)  
Diplomate: 73-Present; Councilor: 86-89; Current Veterinary License - New Mexico and Texas

### **Publications/Presentations**

Author/Co-author - 10 Professional Articles  
Numerous Presentations - Conferences, Seminars, Civic Groups, TV & Radio

### **Education/Training**

University of Connecticut - Preveterinary Medicine: 50-53  
University of Pennsylvania - Veterinary Medicine, VMD Degree: 53-57  
Iowa State University - Veterinary Obstetrics & Radiology, MS Degree: 60-62  
Walter Reed Institute of Research - Veterinary Aspects of Nuclear Medicine: 60  
US Public Health Service, CDC - Applied Epidemiology for Veterinarians: 66  
Industrial College of Armed Forces - National Security Management: 72  
US Department of Agriculture - Emergency Animal Disease Programs: 78  
City of El Paso - Management Training: 80  
Air War College - Air Force Reserve Senior Officer Professional Military Education: 81  
School of Aviation Medicine - Global Medicine: 82; Environmental Health Services Problems and Policies:  
83,87,89,90  
US Reserve Forces - National Security Management: 82  
American Zoo and Aquarium Association - Zoo/Aquarium Management Development: 90, 91



**Military Service**

US Air Force - Veterinary Officer/Environmental Health Officer: Active Duty: 58-60, Reserves: 61-90, Retired (Colonel): 09/90

**Civic Activities**

El Paso Community Ambassador Club - President: 64-67  
El Paso Jaycees - Director; 4th Vice-President; Treasurer; Executive Vice-President; President: 65-69  
El Paso Sun Carnival Association - Director: 66-68  
El Paso Chamber of Commerce - Fiesta Chamizal Committee; Associate Director: 66-68  
El Paso Heart Association - Director; Vice-President; President: 65-68  
El Paso Tuberculosis Association - Director; Vice President; President: 65-68  
Trans-Pecos Tuberculosis and Respiratory Diseases Association - President Elect; President: 68-71  
American Lung Association of Texas - President, Trans-Pecos Area: 73-74  
El Paso Community College - Steering Committee: 69  
El Paso County Historical Survey - Chairman, Historical Preservation: 69-71  
Border Museums Association - Treasurer: 94-97  
El Paso Community Action Agency - Director; Secretary; Vice-Chairman: 74-79  
Goals for El Paso - Human Needs Task Force: 77  
El Paso Employee's Federal Union - Director; Chairman, Supervisory Committee: 83-87  
Border Arabian Horse Association - Treasurer; President Elect; President: 75-79  
El Paso Zoological Society - Ex Officio Member, Board of Directors: 88-97  
City of El Paso - Development Coordinating Committee; Union Plaza Redevelopment Program Coordinating Committee: 96-99  
University of Texas El Paso - Rio Bosque Wetlands Park: 97-03; Centennial Museum Chihuahuan Desert Gardens: 99-03  
Rotary Club of El Paso: 98-Present  
El Paso Visiting Nurses Association - Director, Vice Chairman, Chairman: 99-Present

**Honors**

Community Ambassador, Zagreb Yugoslavia - Experiment in International Living  
Alpha Zeta Scholastic Fraternity - University of Connecticut  
Phi Zeta Scholastic Fraternity - University of Pennsylvania  
Phi Kappa Phi Scholastic Fraternity - Iowa State University  
Meritorious Service Medal - US Army; US Air Force (Three Oak Leaf Clusters)  
Biomedical Science Corps Individual Mobilization Augmentee of the Year - US Air Force Reserves  
Honorary Life Member; Outstanding Local Health Worker; Trustee - US-Mexico Border Health Association  
Award of Merit - El Paso Chamber of Commerce  
Key Man, Outstanding Jaycee - El Paso Jaycees  
Veterinarian of the Year - El Paso Springer Spaniel Club  
Ann Bucher Memorial Award - El Paso County Humane Society  
Community Involvement Award - El Paso Veterinary Medical Association  
Conquistador Award - City of El Paso